

<b>18 VIDEO DUPLICATION/ COPYING</b>		Page 1 of 2
<b>Department of Forensic Science</b> <b>Digital Evidence Procedures Manual</b>		Amendment Designator:
		Effective Date: 22-January-2008
<b>18 VIDEO DUPLICATION/COPYING</b>		
<b>18.1</b>	<b>Purpose</b>	
		This procedure is utilized to prepare a duplication/copy of video recording(s), which may involve format conversions.
<b>18.2</b>	<b>Scope</b>	
		This procedure applies to the duplication and copying of video recordings.
<b>18.3</b>	<b>Materials - Equipment (Hardware/Software)</b>	
		The following equipment and materials may be utilized and is at the discretion of the examiner based on the evidence submitted.
		<ul style="list-style-type: none"> <li>• Video recorders/players (consumer, professional and/or security time lapse)</li> <li>• Multiplexers</li> <li>• Time-base correctors</li> <li>• Video processing workstations</li> <li>• Blank media</li> <li>• Other images storage devices</li> <li>• Professional headphones</li> <li>• Professional monitors</li> <li>• Computer hardware and software</li> <li>• Audio/Video cables (BNC, XLR, RCA, etc.)</li> <li>• RAID systems utilized for storage</li> </ul>
<b>18.4</b>	<b>Limitations</b>	
		None for this procedure
<b>18.5</b>	<b>Safety</b>	
		None for this procedure
<b>18.6</b>	<b>Procedures</b>	
18.6.1	The evidence will be received in accordance with the Department's evidence handling procedures (see Section 20 of the Quality Manual).	
18.6.2	Ensure preliminary has been conducted.	
18.6.3	Connect the output of the selected playback device(s) to the input of the recording device(s) and monitor, if applicable.	
18.6.4	Using the selected video playback device(s) and settings, review the submitted recording to locate the area of interest.	
18.6.5	Insert new blank media into the recording device(s). Begin the recording process and periodically monitor the recording.	
18.6.6	Verify to ensure copies made are complete and accurate and include the necessary footage and sound.	

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<p>18.6.7 Each copy should be clearly labeled as a “COPY” and marked for identification with the required laboratory unique identifiers.</p> <p><b>18.7 References</b></p> <p>Owner’s Manuals, User’s Manuals and appropriate software manuals should be referenced for equipment and operating instructions.</p> <p>Blitzer, Herbert L., and Jack Jacobia. <u>Forensic Digital Imaging and Photography</u>. San Diego: Academic Press, 2002.</p> <p>Damjanovski, Vlado. <u>CCTV Networking and Digital Technology</u>. 2<sup>nd</sup> ed. Amsterdam: Elsevier Butterworth - Heinemann, 2005.</p> <p>Davies, Adrian, and Phil Fennessy. <u>Digital Imaging for Photographers</u>. 4<sup>th</sup> ed. Oxford: Focal Press, 2001.</p> <p>Inglis, Andrew F. and Arch C. Luther. <u>Video Engineering</u>. 2<sup>nd</sup> ed. New York: McGraw-Hill, 1996.</p> <p>Madisetti, Vijay K., and Douglas B. Williams, eds. <u>The Digital Signal Processing Handbook</u>. N.p.: CRC Press LLC, 1998.</p> <p>Matchett, Alan R. <u>CCTV for Security Professionals</u>. Amsterdam: Butterworth – Heinemann, 2003.</p> <p>Solari, Stephen J., <u>Digital Video and Audio Compression</u>. New York: McGraw-Hill, 1997.</p> <p>Utz, Peter. <u>Today’s Video</u>. 4<sup>th</sup> ed. Jefferson, NC: McFarland and Company, Inc., 2006.</p> <p>Whitaker, Jerry, and Blair Benson. <u>Standard Handbook of Video and Television Engineering</u>. 3<sup>rd</sup> ed. New York: McGraw-Hill, 2000.</p> <p align="right">◆End</p>	